

If you find that you have approved an interfund voucher before reviewing the dates, and note that the budget date is incorrect and processed in the wrong fiscal year, you will need to do an AP Journal Voucher.

If the Accounting Date on the voucher is in the OLD fiscal year, and the Budget Date is in the NEW fiscal year, the journal voucher is entered as follows:

Add a new journal voucher:

**SMART**

Menu

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**Voucher**

Find an Existing Value | Add a New Value

Business Unit: 17300

Voucher ID: NEXT

Voucher Style: Journal Voucher

Short Vendor Name: KS SEC OF-001

Vendor ID: 62200

Vendor Location: 001

Address Sequence Number: 1

Invoice Number: 123456-Journal

Invoice Date: t/31

Add

Find an Existing Value | Add a New Value

Allow the Accounting Date to default into the document with the current (new year) date. Complete the amount and funding on the DISTRIBUTION Line, remembering that this amount must be negative to reduce the new year expenses. This funding should be the same as that of the voucher being corrected.

Use	ChartField 2	Fund Affil	Affiliate	OpenItem	Budget Date
					07/03/2012

**Note that the budget date on this line is the new year.**

The budget date on this first distribution line is the new year.

Business Unit: 17300

Voucher ID: NEXT

Voucher Style: Journal

Setoff Status: Not Processed by Setoff

Invoice Number: 123456-Journal

Invoice Date: 07/03/2012

Action: Run Print Invoice

Interfund Status: N/A

Vendor: 62200

Name: KS SEC OF-001

Location: 001

\*Address: 1 [Advanced Vendor Search](#)

SECRETARY OF STATE  
120 SW 10TH AVE  
MEMORIAL HALL 1ST FL  
TOPEKA, KS 66612-1597

Pay Terms: 00 Due Now

Control Group:

Accounting Date: 06/30/2012

\*Currency: USD

Total: 0.00 Calculate

Related Voucher:

Lease Number:

Packing Slip:

Basis Dt Type Inv Date

[Comments\(0\)](#)

[Session Defaults](#)

**Invoice Lines**

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: BA17300    SpeedChart:    Use One Asset ID Calculate

**Distribution Lines** Customize | Find | View

GL Chart	Exchange Rate	Statistics	Assets							
Copy Down	Amount	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account	PC Bus Unit	Project
1	-5.00		17300	1730101010	1000	0210	01031	537100		
2	5.00		17300	1730101010	1000	0210	01031	537100		

The next step is to change the accounting date on the screen to a date in the old year (06/30/2012 or prior) and add a DISTRIBUTION line. The amount on the new DISTRIBUTION Line will be a positive amount:

First 1 of 1 Last

[illegible]

Complete the funding on DISTRIBUTION Line 2:

SMART

Home | Worklist | Add to Favorites | Sign Out

Business Unit: 17300 Invoice Number: 123456-Journal  
 Voucher ID: NEXT Invoice Date: 07/03/2012  
 Voucher Style: Journal Action: Run Print Invoice

Setoff Status: Not Processed by Setoff Interfund Status: N/A

Vendor: 62200  
 Name: KS SEC OF-001  
 Location: 001  
 \*Address: 1  
[Advanced Vendor Search](#)

SECRETARY OF STATE  
 120 SW 10TH AVE  
 MEMORIAL HALL 1ST FL  
 TOPEKA, KS 66612-1597

Pay Terms: 00 Due Now  
 Control Group:   
 Accounting Date: 07/03/2012  
 \*Currency: USD  
 Total: 0.00 Calculate  
[Comments\(0\)](#)  
[Session Defaults](#)

Voucher:   
 Number:   
 Slip:

Since you are reducing the new year expenses, the amount on this line must be negative,

Accounting Date Defaults into journal voucher with current (new year) date.

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount						0.00

Ship To: BA17300  
 Special Chart:   
☐ Use One Asset ID Calculate  
[Additional Voucher Fields](#)

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets
Amount	Quantity	*GL Unit	Dept
-5.00		17300	1730101010

Fund: 1000 Bud Unit: 0210 Program: 01031 Account: 537100 PC Bus Unit: Project: Activity: Source Type: Category: Subcategory:

Note that the budget dates look like they do in this example:

[illegible]